

Instruction Manual of College Affiliation System of Veer Madho Singh Bhandari Uttarakhand Technical University

Step - 1 Register on College Affiliation System Web Portal

- 1) To register on College Affiliation System web portal (<https://online.uktech.ac.in/ums/Affiliation/Account/Register>) select affiliation type (**New Affiliation/Affiliated College**) by clicking on respective affiliation radio button and fill the following details accordingly in the respective fields of the registration screen:

A. New Affiliation

- Select College from the dropdown
- Name of Nodal Person
- Email Id
- Mobile Number
- Captcha

B. Affiliated College

- Enter College Name
- Name of Nodal Person
- Email Id
- Mobile Number
- Captcha

(Short Description: For Affiliated College Registration)

If user selects “**Affiliated College**” then he/she will have to **Select College** from the dropdown and fill other required details like Name of Nodal Person, Email Id, Mobile No., and enter Captcha in the respective fields correctly.)

(Short Description: For New College Registration)

If user selects “**New Affiliation**” then he/she will have to fill **College Name, Name of Nodal Person, Email Id, Mobile no.** and **Captcha** in the respective fields and click on Register link below.)

- 2) After filling all the details in the respective fields click on **Register** link/button to proceed.
- 3) After clicking on **Register** link an **OTP** (One Time Password) with “**Your OTP for Registration in Affiliation is #OTP#**” message will be generated and forwarded to the mobile number entered by the Applicant.
- 4) If Applicant doesn't receive any **OTP** then click on **Resend OTP** button.
- 5) Enter **OTP** in the respective field and click on Validate **OTP** button.

- 6) Thereafter, Login ID and Password will be sent on the entered Email ID and registered mobile number. After which the registration process will be completed and the applicant/user can login into the College Affiliation System web portal by entering the received credentials (User ID and Password).

Step –2 College Affiliation System Login

- 1) To Login into the College Affiliation System web portal (<https://online.uktech.ac.in/ums/Affiliation/Account/Login>) the concerned user/applicant will be required to enter the **Username/User ID, Password and Captcha in the respective fields** and click on **Sign In** button/link below on the login screen.

II - Forgot Password

- 1) If you have forgotten your password then click on **“Forgot Password”** link and enter your **User ID** in the respective field.
- 2) After filling the **User ID** click on **Submit** button.
- 3) Applicant/User will receive an **OTP** on your registered Mobile Number. Enter **OTP, Password, Retype New Password and Captcha** correctly in the respective fields and click on **Submit** button.
- 4) If you haven't received your **OTP** then click on Resend **OTP** button.
- 5) Applicant/User will receive a Pop-Up Message that **“Password Changed Successfully.”** Click on OK link below to proceed further.

Step – 3 Fill Affiliation Form Details

➤ To complete the Affiliation process, following procedure has to be followed:

- 1) After login, click on the **Fill Affiliation Form** button link at the top right corner.
- 2) Thereafter, Add Program details in the respective fields given on the screen.
- 3) Click on **Submit** link/button by filling the following details to proceed towards the further process:
 - Affiliation Category
 - Applied For
 - Course
 - Branch
 - Do you have affiliation(Yes/No)
 - Affiliation Years
 - Current Intake
 - Do you want to increase intake (Yes/No)
 - Status (Active/Expired)
 - Shift (Morning/Evening)

- 4) To add more programs, click on **Add More** button to add more programs as per the requirement.
 - In **Add More** section, user/applicant will have to fill the following details to proceed towards the further process:
 - Affiliation Category
 - Applied For
 - Course
 - Branch
 - Do you have affiliation(select Yes/No)
 - Affiliation Years
 - Current Intake
 - Do you want to increase intake (select Yes/No)
 - Status (select Active/Expired)
 - Shift (select Morning/Evening)
- 5) Once the details added, applicant will be forwarded to the next screen for further processing.

Step – 4 Edit Program/Proceed To Payment Process Details

- 1) Once the details are added and finalized by the applicant, click on **Proceed to Payment** button to proceed further.
 - 2) If an edit is required in the submitted program, click on the **Edit** button to go back on the program details page to edit the required details.
 - 3) Once the required details are edited, click on **Submit** button to proceed towards the further payment process.
 - 4) Once clicked on **Proceed to Payment** button, a pop-up will appear on screen, click on **Ok** option if willing to proceed with further payment process. Click on **Cancel** option if not willing to proceed towards the further payment process.
 - 5) Applicant will be forwarded to the payment screen where he/she will have to fill the following payment details to complete the process:
 - Enter **Email ID** and **Contact** details in the respective fields on the payment screen.
 - Select a payment method from the following payment options:
 - Credit/Debit Card
 - Net Banking
- ❖ **To pay with Credit/Debit Card option**
- If user/applicant select **Credit/Debit Card** payment method from the option given, following are the details user will have to fill to process the payment for the same:
 - Card Number
 - Expiry Date
 - CVV
 - Cardholder's Name
 - Once all the details are filled, click on **Pay Now** link below to complete the payment process.

❖ **To pay with Netbanking option**

- If user/applicant selects Netbanking payment option to pay, he/she will have to select the bank from the banks list on the screen and click on **Pay Now** payment link below on the same payment screen.
- 6) Thereafter, a pop-up with following details will appear on screen:
 - Fees-Breakup Details
 - Amount
 - Gateway Charges
 - GST on Gateway Charges
 - 7) Click on **Pay** option if willing to proceed with the payment break-up details.
 - 8) Click on **Cancel** option if not willing to proceed with the payment amount.
 - 9) Once clicked on the **Pay** option, a Razorpay payment screen will appear with “**Do not refresh page**” message.
 - 10) User/Applicant will receive a payment link on his selected Bank linked mobile number, thereafter, click on the link and pay the amount to complete the payment process.